

OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES
DIRECTOR: DAVID H. SLAUGHTER

2003-04

	<u>Operating Exp/ Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Fund Balance</u>	<u>Staffing</u>
Real Estate Services	2,264,196	1,573,500	690,696		26.0
Rents And Leases	571,138	323,000	248,138		-
Chino Agric Preserve	3,900,640	862,498		3,038,142	-
TOTAL	6,735,974	2,758,998	938,834	3,038,142	26.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county departments and agencies. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	1,358,494	2,263,523	1,955,802	2,264,196
Total Revenue	946,310	1,546,921	1,318,000	1,573,500
Local Cost	412,184	716,602	637,802	690,696
Budgeted Staffing		28.0		26.0
<u>Workload Indicators</u>				
Total hours billed	48,853	44,000		
Number of leases	216	230		
Appraisals / Aquisitions (hours)			13,200	16,400
Property Management (hours)			12,600	14,200

Workload indicators are revised to more accurately reflect the level of professional services provided. The number of leases managed are now included as a workload indicator in the Rents budget (AAA RNT).

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 2.0 Real Property Agent II, which is a portion of the department's 30% Cost Reduction Plan implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

REAL ESTATE SERVICES

IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant budgeted not in recruitment	4.0	Slated for deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total vacant	4.0	

Vacant Position Restoration Request:

The department has a submitted policy item for the restoration of 2.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore 2.0 Real Property Agent (RPA) III positions. This restoration is being recommended because these positions will enable the department to meet its expected workload and the cost of these positions will be fully reimbursed by service fees charged to the department's customers.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Real Estate Services	2.0 \$182,470 Revenue Supported	These RPA III positions will provide property management, appraisal, and acquisition services.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General AAA RPR

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,698,013	1,922,691	11,728	-	1,934,419
Services and Supplies	221,774	303,670	(73,503)	-	230,167
Central Computer	17,015	17,162	(4,331)	-	12,831
Transfers	19,000	20,000	-	-	20,000
Total Exp Authority	1,955,802	2,263,523	(66,106)	-	2,197,417
Reimbursements	-	-	-	-	-
Total Appropriation	1,955,802	2,263,523	(66,106)	-	2,197,417
<u>Revenue</u>					
Use of Money & Prop	46,000	-	-	-	-
State Aid	1,700	-	-	-	-
Current Services	1,270,300	1,546,921	(40,200)	-	1,506,721
Total Revenue	1,318,000	1,546,921	(40,200)	-	1,506,721
Local Cost	637,802	716,602	(25,906)	-	690,696
Budgeted Staffing		28.0	(2.0)	-	26.0

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General AAA RPR

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,934,419	45,889	1,980,308	(304,201)	1,676,107	182,470	1,858,577
Services and Supplies	230,167	16,585	246,752	-	246,752	-	246,752
Central Computer	12,831	-	12,831	-	12,831	-	12,831
Transfers	<u>20,000</u>	<u>4,305</u>	<u>24,305</u>	-	<u>24,305</u>	-	<u>24,305</u>
Total Exp Authority	2,197,417	66,779	2,264,196	(304,201)	1,959,995	182,470	2,142,465
Reimbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriation	2,197,417	66,779	2,264,196	(304,201)	1,959,995	182,470	2,142,465
Revenue							
Use of Money & Prop	-	46,000	46,000	-	46,000	-	46,000
State Aid	-	-	-	-	-	-	-
Current Services	<u>1,506,721</u>	<u>20,779</u>	<u>1,527,500</u>	<u>(208,920)</u>	<u>1,318,580</u>	<u>182,470</u>	<u>1,501,050</u>
Total Revenue	1,506,721	66,779	1,573,500	(208,920)	1,364,580	182,470	1,547,050
Local Cost	690,696	-	690,696	(95,281)	595,415	-	595,415
Budgeted Staffing	26.0	-	26.0	(4.0)	22.0	2.0	24.0

REAL ESTATE SERVICES

Base Year Adjustments

Salaries and Benefits	49,151	MOU.
	91,318	Retirement.
	22,559	Risk Management Workers' Comp.
	<u>(151,300)</u>	30% Cost Reduction Plan - delete 2.0 Real Property Agent II.
	<u>11,728</u>	
Services and Supplies	(28,664)	4% Spend Down Plan.
	(44,611)	Risk Management liabilities.
	<u>(228)</u>	EHAP.
	<u>(73,503)</u>	
Central Computer	<u>(4,331)</u>	
Total Appropriation	<u>(66,106)</u>	
Total Revenue	<u>(40,200)</u>	30% Cost Reduction Plan.
Local Cost	<u>(25,906)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>45,889</u>	Step increases.
Services and Supplies	(5,082)	GASB 34 accounting change (EHAP).
	<u>21,667</u>	Adjustments for expected cost increases.
	<u>16,585</u>	
Transfers	5,082	GASB 34 accounting change (EHAP).
	<u>(777)</u>	Changes for personnel and payroll services.
	<u>4,305</u>	
Total Appropriation	<u>66,779</u>	
Revenue		
Use of Money & Prop	<u>46,000</u>	Vending machines and concessions.
Current Services	<u>20,779</u>	Increase to reflect increased staffing costs.
Total Revenue	<u>66,779</u>	
Local Cost	<u>-</u>	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	4	4.0	304,201	208,920	95,281
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	4	4.0	304,201	208,920	95,281
Recommended Restoration of Vacant Deleted		2.0	182,470	182,470	-

REAL ESTATE SERVICES

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
Real Property Agent II	4838	(1.0)	(78,687)	(23,137)	(55,550)
Clerk III	16062	(1.0)	(43,044)	(3,313)	(39,731)
Subtotal Recommended - Delete		(2.0)	(121,731)	(26,450)	(95,281)
Real Property Agent III	77907	(1.0)	(91,235)	(91,235)	-
Real Property Agent III	77908	(1.0)	(91,235)	(91,235)	-
Subtotal Recommended - Retain		(2.0)	(182,470)	(182,470)	-
Total Slated for Deletion		(4.0)	(304,201)	(208,920)	(95,281)
<u>Vacant Budgeted In Recruitment - Retain</u>					
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.